

## Withington Church of England Primary School School Determined Admissions Policy – September 2025

<b>Lead Teacher :</b>	<b>Sian Tranter</b>	<b>Governor Lead(s):</b>	
<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	November 2023	<b>Next Review Date</b>	March 2025
<b><i>Date policy ratified</i></b>	<b><i>FGB on 12 March 2024</i></b>		

### School Determined Admissions Policy – September 2025

Our indicated number for admissions is 6.

As a Voluntary Aided Primary School, the Governing Body is the Admissions Authority.

Where applications for admission exceed the number of places available the following criteria will be applied in the order set out below to decide which children to admit.

A 'looked after child' ( 1 ) or a child who was previously looked after but immediately after being looked after became subject to an adoption( 2 ) child arrangements order (residency order) ( 3 ) or special guardianship order ( 4 ) including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted ( 5 ).

- (1) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
- (2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- (3) Under the provisions of s.12 of the Children and Families Act 2014.
- (4) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

*(5) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

- Children for whom only this particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported at the time of application by a written statement to the Chair of Governors from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school.
- Children who have a sibling attending the school and who will continue to do so when the younger child is admitted. (A sibling is a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/carer's partner. The child should be living in the same family unit at the same address.)

In the event of oversubscription in any of the above criterion, places will be allocated to children with the strongest geographical claim, measured in a straight line from the o/s point of the children's home address to the o/s point in the school. The measurement will be taken using the Local Authority's computerised measuring system, with those living closest to the school receiving highest priority.

Having applied the above, in the extremely unlikely event there is still a tie, priority will be given to the child who has the shortest journey to travel by footpath or road. If this distance is the same a further Tie-breaker will be used.

### **Tie-breaker**

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing, will be used to decide which child(ren) will be allocated the remaining place(s)

In the event that the school is oversubscribed, a waiting list will be held until the end of the first school term. The waiting list will be prioritised according to the school's oversubscription criteria.

**NB:** Children are entitled to a full-time place from the September following their fourth birthday, however, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents/carers have the opportunity to request to have their summer born child admitted out of their normal age group.

## Appeals

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Withington Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

Parents have a legal right to appeal to an independent Appeal Committee against any decision made concerning their child's admission to school. Any such appeals must be made in writing within fourteen days from the date of notification that their application was unsuccessful. Parents will receive written notification of the result of all appeals within fourteen days of the hearing.

Parents wanting to submit an appeal should first contact the Clerk to Governors via the school for further information.

## Admission of Summer Born Children for Reception Entry for Withington CofE Primary and Pre School

The Governing Body of Withington CofE Primary and Pre School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Withington CofE Primary and Pre School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

## Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry

of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## SEN

Under section 324 of the Education Act 1996 we are required to admit to the school a child an Education and Health Care Plan (EHCP) that names Withington School.

## In-Year Fair Access

Withington School has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list.

## Transport

Transport is available for any child living over three miles from their nearest school. Application for such free entitlement must be made to the Local Authority.

## In Year Admissions

For in-year applications the parent should apply directly to Withington school in the first instance.